

1-546

CONFIDENTIAL

29 May 1950

MEMO FOR: Asst. Director for Policy Coordination  
Asst. Director for Collection and Dissemination  
Asst. Director for Operations  
Asst. Director for Reports and Estimates  
Asst. Director for Scientific Intelligence  
Asst. Director for Special Operations  
Chief, Coordination, Operations and Policy Staff  
Chief, Advisory Council  
General Counsel  
Chief, Inspection and Security Staff

SUBJECT: Storage of Copies of Vital Documents Resulting From  
Action Under Administrative Instruction

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1. Under the Agency program involving the reproduction and separate safe storage of vital documents to ensure their availability in connection with disaster or emergency conditions, it will be necessary to include provision for documents resulting from Project Review Committee action.
2. The CIA Budget Officer, as custodian of signed and properly documented Project Review Committee action papers, is charged with determining and making available the required documents for the above purpose. Except as indicated below, other Offices and Staff Sections of the Agency have no responsibility in this matter.
3. In those cases where Project Review Committee action papers are concerned with the activities of covert offices the Budget Officer will coordinate with appropriate Assistant Directors in determining proper disposition of pertinent action documents in connection with this program.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
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Acting Executive

cc: Budget Officer  
Management Officer  
Chief, Admin. Staff  
Chief, Special Sup. Staff

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